

# **External Portal – DLA Energy Convergence Job Aid**

## **AMPS Process for CAC Users Without @dla.mil E-Mail Address**



**Effective August 2012**



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## Introduction

### Purpose:

Defense Logistics Agency's (DLA) **Account Management and Provisioning System** (AMPS) has been designed to automate the processes involved in the creation and maintenance of user accounts. This process includes the access request, creation and maintenance of the account. The goal of the system is to enhance the efficiency of the account request and maintenance processes by minimizing the amount of human intervention required.

### AMPS provides:

- Automated account request process
- Efficient processing of new and departing employees and contractors
- Enhanced user control of acquired roles
- User ability to check on the status of existing in-process account requests
- Enhanced Supervisor capabilities to better manage subordinate application access
- An automated approval process resulting in enhanced productivity for Supervisors, Data Owners and Security Officers
- Centralized access control for Security Officers. Security Officers can adjust user access to coincide with changes in user IT Level

### Business Scenario:

This job aid provides instructions on how to submit a request via AMPS to gain access to the DLA Enterprise External Business Portal (EEBP)

### Audience:

This job aid is intended for Common Access Card (CAC) users WITHOUT an @dla.mil e-mail address who need to access the EEBP to perform the following DLA Energy Convergence roles:

### Note: This job aid is only for EXTERNAL users (Non-DLA)

- **Customer Direct Order Processor** – Users that place Customer Direct Sales Orders for their authorized Petroleum DoDAAC(s).
- **Into-Stock Order Processor** – Business Partners that place Into-Stock (Inventory Resupply) Orders for their authorized Petroleum DoDAAC(s).
- **Delivery Locations Conditions Maintainer** – Users that maintain customer location and delivery data for their authorized Petroleum location/ material DoDAAC(s).
- **Line of Accounting (LOA) Maintainer/Viewer** – Users that maintain and/or view Line(s) of Accounting for their authorized Aerospace and Petroleum billing DoDAAC(s).
- **Planning Collaborator** – Users that collaborate with the DLA Energy Demand Plan for their authorized Petroleum items/ locations
- **Report Viewer** – Users that have the ability to view and download sales and inventory reports for external organizations and systems
- **Service Control Point (SCP) Report Viewer** – Service Control Point Personnel that have the ability to view and download sales and inventory reports for external organizations and systems

**Additional Information:**

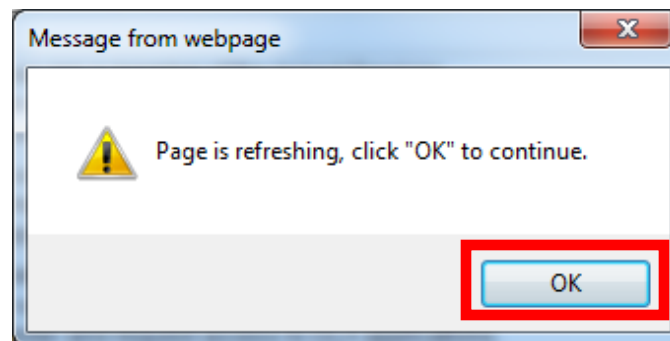
The following information will be needed (based on your user type) to complete the AMPS process:

- DoDAAC information
- Supervisor name, e-mail address, and phone number
- Security Officer name, e-mail address, and phone number
- Information Assurance Training completion date
- Contract number, contract expiration date \*\*Contractors only

**About the AMPS User Interface**

As you navigate through the AMPS pages, you will click various radio buttons and checkboxes and select items from list boxes. In most cases, these choices will cause the current AMPS page to refresh with your choices. If you try to proceed to another field in a form before the page has had time to refresh, you will see the following error message:

Click the '**OK**' button in the error message box to close the error message and allow AMPS to continue to refresh the page.



*AMPS Error Message*

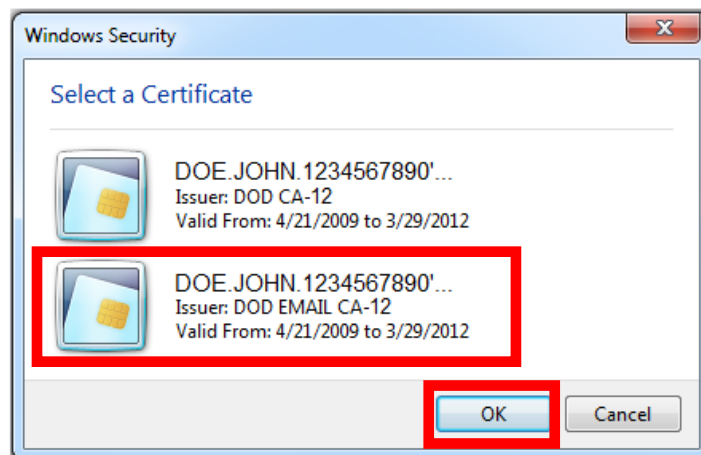


## Steps

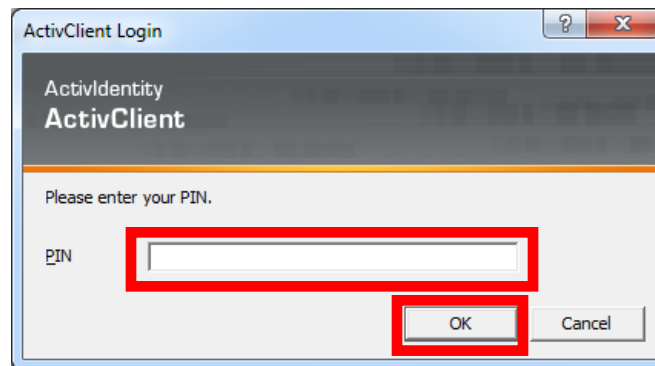
### I. Launching AMPS for the First Time and Requesting an Account

**Note:** If you have already established a user ID and password in AMPS, skip to [Section III: Launching AMPS AFTER Creating an Account](#)

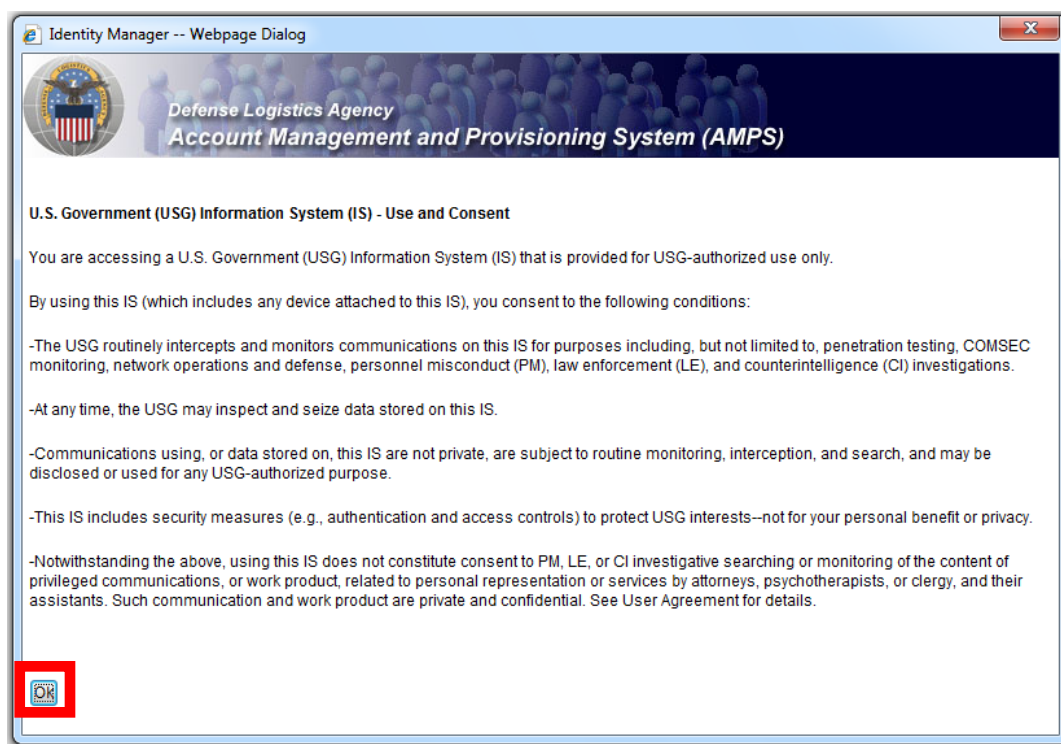
- a. AMPS is a web-based application. Launch AMPS by typing the following URL into the web browser: **https://amps.dla.mil**
- b. If you have a CAC in your PC when you start the registration process, AMPS will capture your CAC information. This means that you will not need to remember your user ID and password to access AMPS when you have a CAC in your PC
- c. Select your **DOD EMAIL** certificate
- d. Click the '**OK**' button



- e. If prompted, enter your PIN
- f. Click '**OK**'



- g. When the *U.S. Government (USG) Information System (IS) – Use and Consent* screen loads, click the '**OK**' button to agree with the use and consent requirements and move to the AMPS homepage

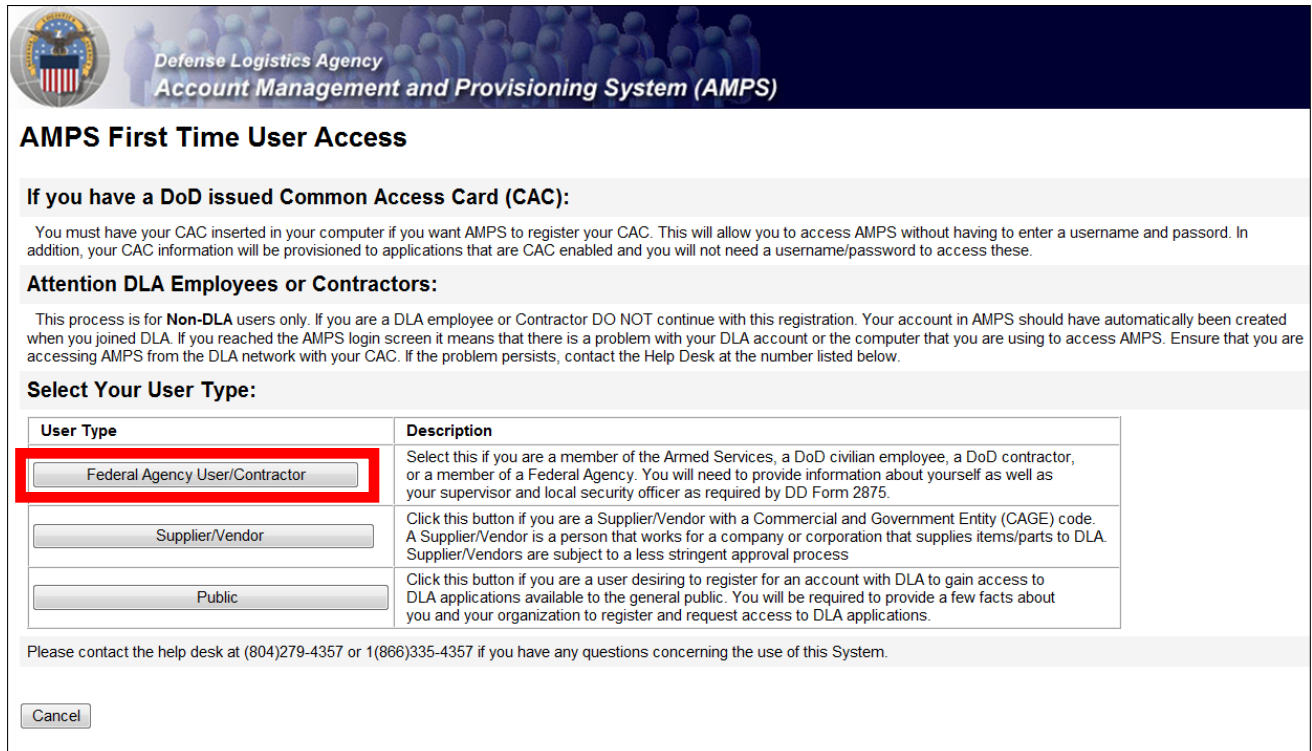


*U.S. Government Information System (IS) – Use and Consent Screen*



## II. AMPS Registration

- a. Click the 'Federal Agency User/Contractor' button



The screenshot shows the 'AMPS First Time User Access' screen. At the top is the Defense Logistics Agency logo and the title 'Account Management and Provisioning System (AMPS)'. Below this is the heading 'AMPS First Time User Access'. A section titled 'If you have a DoD issued Common Access Card (CAC):' explains that users with a CAC can register without a username and password. Another section titled 'Attention DLA Employees or Contractors:' states that the process is for non-DLA users and that DLA employees should not continue with registration. The 'Select Your User Type:' section contains a table with three options: 'Federal Agency User/Contractor' (highlighted with a red box), 'Supplier/Vendor', and 'Public'. Each option has a corresponding description. At the bottom, there is a 'Cancel' button and contact information for the help desk.

**AMPS First Time User Access**

**If you have a DoD issued Common Access Card (CAC):**

You must have your CAC inserted in your computer if you want AMPS to register your CAC. This will allow you to access AMPS without having to enter a username and password. In addition, your CAC information will be provisioned to applications that are CAC enabled and you will not need a username/password to access these.

**Attention DLA Employees or Contractors:**

This process is for **Non-DLA** users only. If you are a DLA employee or Contractor DO NOT continue with this registration. Your account in AMPS should have automatically been created when you joined DLA. If you reached the AMPS login screen it means that there is a problem with your DLA account or the computer that you are using to access AMPS. Ensure that you are accessing AMPS from the DLA network with your CAC. If the problem persists, contact the Help Desk at the number listed below.

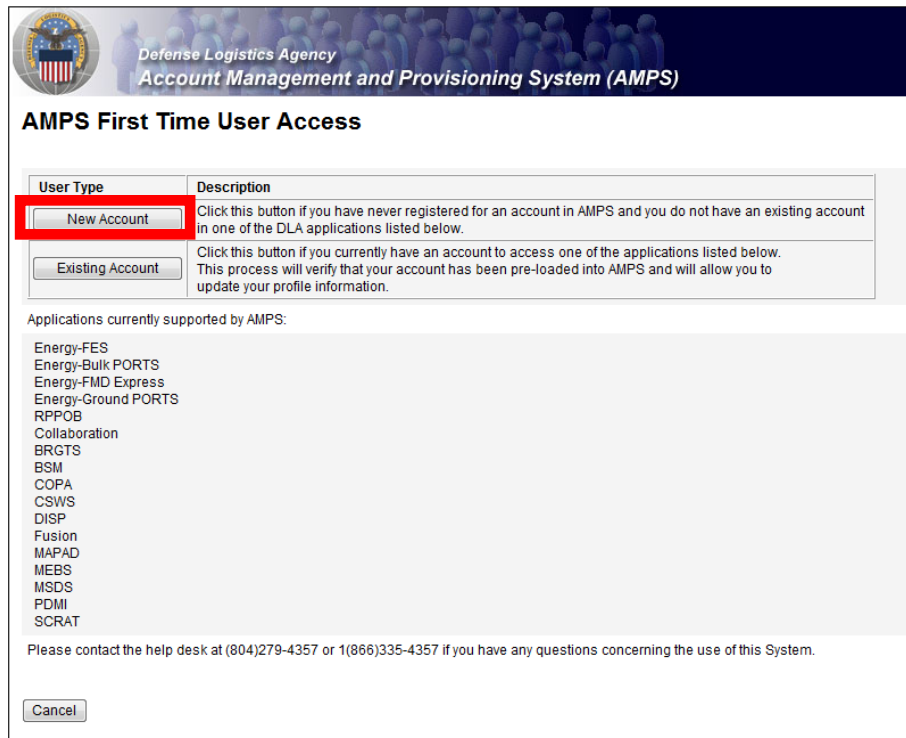
**Select Your User Type:**

User Type	Description
<input type="button" value="Federal Agency User/Contractor"/>	Select this if you are a member of the Armed Services, a DoD civilian employee, a DoD contractor, or a member of a Federal Agency. You will need to provide information about yourself as well as your supervisor and local security officer as required by DD Form 2875.
<input type="button" value="Supplier/Vendor"/>	Click this button if you are a Supplier/Vendor with a Commercial and Government Entity (CAGE) code. A Supplier/Vendor is a person that works for a company or corporation that supplies items/parts to DLA. Supplier/Vendors are subject to a less stringent approval process.
<input type="button" value="Public"/>	Click this button if you are a user desiring to register for an account with DLA to gain access to DLA applications available to the general public. You will be required to provide a few facts about you and your organization to register and request access to DLA applications.

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

AMPS First Time User Access Screen

- b. Click the 'New Account' button



The screenshot shows the 'AMPS First Time User Access' screen. At the top is the DLA logo and the title 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. Below this is the heading 'AMPS First Time User Access'. There are two buttons: 'New Account' (highlighted with a red box) and 'Existing Account'. The 'New Account' button has a description: 'Click this button if you have never registered for an account in AMPS and you do not have an existing account in one of the DLA applications listed below.' The 'Existing Account' button has a description: 'Click this button if you currently have an account to access one of the applications listed below. This process will verify that your account has been pre-loaded into AMPS and will allow you to update your profile information.' Below these buttons is a list of applications currently supported by AMPS: Energy-FES, Energy-Bulk PORTS, Energy-FMD Express, Energy-Ground PORTS, RPPOB, Collaboration, BRGTS, BSM, COPA, CSWS, DISP, Fusion, MAPAD, MEBS, MSDS, PDMI, and SCRAT. At the bottom, there is a 'Cancel' button and a note: 'Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.'

User Type	Description
New Account	Click this button if you have never registered for an account in AMPS and you do not have an existing account in one of the DLA applications listed below.
Existing Account	Click this button if you currently have an account to access one of the applications listed below. This process will verify that your account has been pre-loaded into AMPS and will allow you to update your profile information.

Applications currently supported by AMPS:

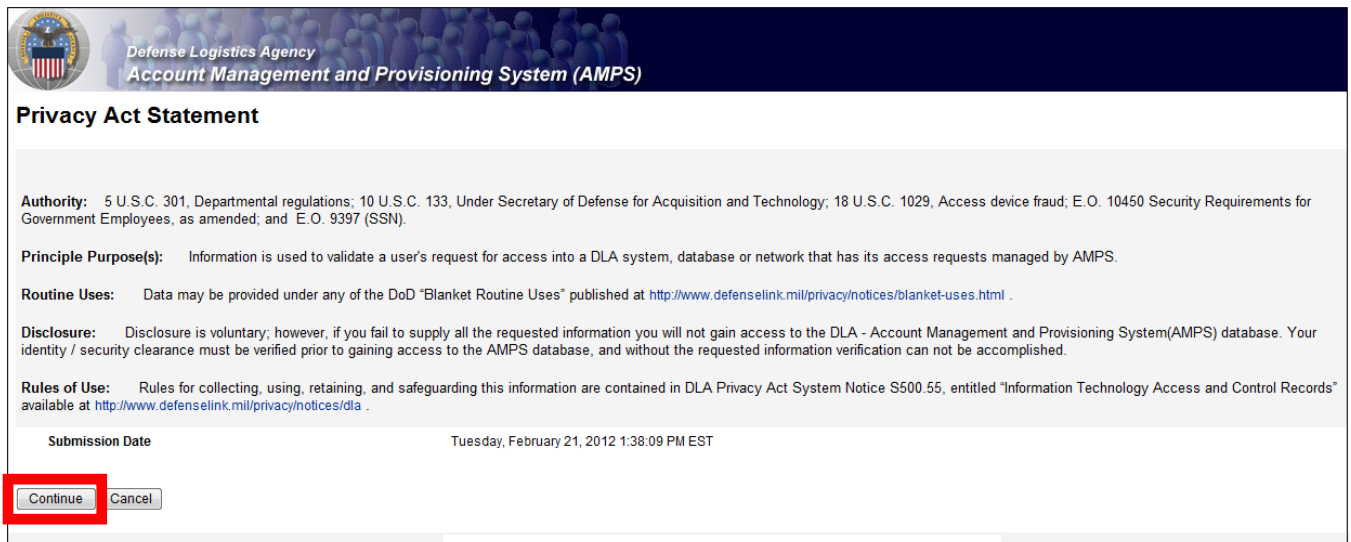
- Energy-FES
- Energy-Bulk PORTS
- Energy-FMD Express
- Energy-Ground PORTS
- RPPOB
- Collaboration
- BRGTS
- BSM
- COPA
- CSWS
- DISP
- Fusion
- MAPAD
- MEBS
- MSDS
- PDMI
- SCRAT

Please contact the help desk at (804)279-4357 or 1(866)335-4357 if you have any questions concerning the use of this System.

Cancel

*AMPS First Time User Access Screen*

c. The *Privacy Act Statement* will display. Click the '**Continue**' button



The screenshot shows the 'Privacy Act Statement' screen. At the top is the DLA logo and the title 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. Below this is the heading 'Privacy Act Statement'. The text on the screen includes: 'Authority: 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).', 'Principle Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.', 'Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html> .', 'Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.', 'Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/dla> .', 'Submission Date: Tuesday, February 21, 2012 1:38:09 PM EST'. At the bottom, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

Authority: 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

Principle Purpose(s): Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

Routine Uses: Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html> .

Disclosure: Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

Rules of Use: Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/dla> .

Submission Date: Tuesday, February 21, 2012 1:38:09 PM EST

Continue Cancel

*Privacy Act Statement Screen*





- d. The *Register a New AMPS Account* screen will appear. Fill in the required fields.

**Note:** Fields with a red asterisk (\*) are required

Instructions for selecting '**Military**', '**Civilian**', or '**Contractor**' from the **User Type** drop-down box are provided below.

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Register a New AMPS Account

Welcome to AMPS, DLA Account Management and Provisioning System

**User Information**

First Name  \*

Last Name  \*

Address  \*

City/APO/FPO  \*

State/AE/AP  \*

Zip Code  \*

Country  -- Select -- \*

☐ Official Email Address  \*

☐ Official Telephone Number  \*

☐ Official Fax Number

User Type  -- Please Select -- \* Page will refresh after an item is selected.

-- Please Select --

Military

Civilian

Contractor

*Register a New AMPS Account Screen*

#### **Military Users:**

- Complete required fields on the form
- The page will refresh once '**Military**' is selected from the **User Type** drop-down box
- Make the appropriate selection from the **Agency/Branch** drop-down box
- After you have completed all the required fields, click the '**Continue**' button



Register a New AMPS Account Screen – Military User Type

- e. The *External Supervisor Information* screen will display. Your Supervisor's information is required as a part of the role request approval process
- f. Complete the fields with your direct Supervisor's information  
**Note:** Fields with a red asterisk (\*) are required
- g. When complete, click the '**Continue**' button

External Supervisor Information Screen

#### Civilian Users:

- a. Complete required fields on the form
- b. The page will refresh once '**Civilian**' is selected from the **User Type** drop-down box
- c. After you have completed all the required fields, click the '**Continue**' button



The screenshot shows a web form titled "Register a New AMPS Account Screen – Civilian User Type". At the top, there is a "User Type" dropdown menu with "Civilian" selected. To the right of the dropdown is a red asterisk and the text "Page will refresh after an item is selected." Below the dropdown are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.

Register a New AMPS Account Screen – Civilian User Type

- d. The *External Supervisor Information* screen will display. Your Supervisor's information is required as a part of the role request approval process
- e. Complete the fields with your direct Supervisor's information  
**Note:** Fields with a red asterisk (\*) are required
- f. When complete, click the '**Continue**' button

The screenshot shows the "External Supervisor Information" screen. At the top, there is a header with the DLA Energy Convergence logo and the text "Defense Logistics Agency Account Management and Provisioning System (AMPS)". Below the header, the title "External Supervisor Information" is displayed. A message reads: "Enter the required information for your supervisor. Please ensure that the information is accurate." Below this message are four input fields: "First Name", "Last Name", "Email Address", and "Telephone". Each field has a red asterisk (\*) next to it, indicating it is required. The "Continue" button at the bottom left is highlighted with a red rectangular box.

External Supervisor Information Screen

### Contractor Users:

- a. Complete required fields on the form
- b. The page will refresh once '**Contractor**' is selected from the **User Type** drop-down box
- c. After you have completed all the required fields, click the '**Continue**' button



The screenshot shows a web form for registering a new AMPS account. At the top, there is a 'User Type' dropdown menu with 'Contractor' selected. To the right of the dropdown is a red asterisk and a blue link that says 'Page will refresh after an item is selected.' Below the dropdown are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is highlighted with a red rectangular box.

*Register a New AMPS Account Screen – Contractor User Type*

- d. The *External Supervisor Information* screen will display. Your Supervisor's information is required as a part of the role request approval process
- e. Complete the fields with your direct Supervisor's information  
**Note:** Fields with a red asterisk (\*) are required
- f. When complete, click the '**Continue**' button

The screenshot shows the 'External Supervisor Information' screen. At the top, there is a header with the DLA Energy Convergence logo and the text 'Defense Logistics Agency Account Management and Provisioning System (AMPS)'. Below the header, the title 'External Supervisor Information' is displayed. A message states: 'Enter the required information for your supervisor. Please ensure that the information is accurate.' Below this message are four input fields: 'First Name', 'Last Name', 'Email Address', and 'Telephone'. Each field has a red asterisk (\*) next to it, indicating that these fields are required. The 'Continue' button at the bottom left is highlighted with a red rectangular box.

*External Supervisor Information Screen*

- g. The *External Contracting Officer Information* screen will display. Your Contracting Officer's information is required as a part of the role request approval process
- h. Complete the fields with your Contracting Officer's information  
**Note:** Fields with a red asterisk (\*) are required
- i. When complete, click the '**Continue**' button



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### External Contracting Officer Information

Enter the required information for your project Contracting Officer. Please make sure that the information is accurate.

First Name  \* Last Name  \*

Email Address  \*

Telephone  \*

*External Contracting Officer Information Screen***All Users Cont'd:**

- e. The *External Security Officer Information* screen will display. Your Security Officer's information is required as a part of the role request approval process
- f. Complete the fields with your Security Officer's information  
**Note:** Fields with a red asterisk (\*) are required
- g. When complete, click the '**Continue**' button

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### External Security Officer Information

Enter the required information for your local Security Officer. Please make sure that the information is accurate.

First Name  \* Last Name  \*

Email Address  \*

Telephone  \*

*External Security Officer Information Screen*



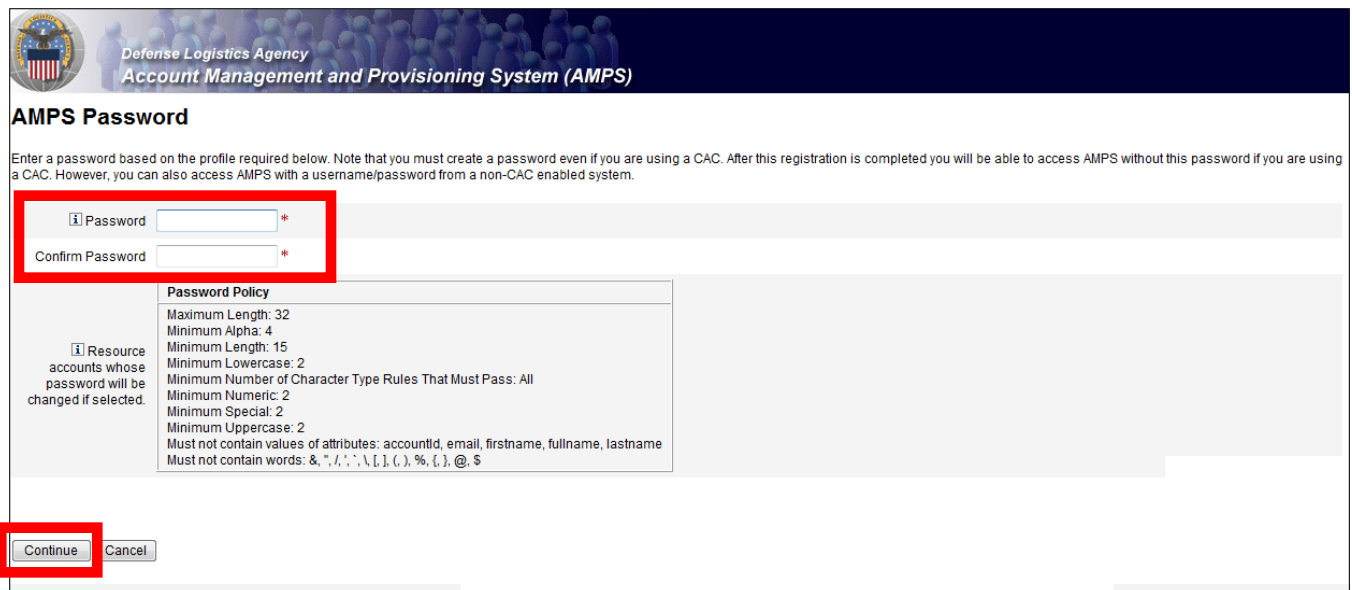
- h. The *AMPS Password* screen will display for you to create a password to log into AMPS

**Note:** If you have a CAC in your PC when you start the registration process, AMPS will capture your CAC information. This means that you will not need to remember your user ID and password to access AMPS as long as you have a CAC in your PC. However, you will still need to enter this password and authentication questions during this registration. This will allow you to access AMPS without a CAC if necessary.

**Note:** Once your role request is approved, this same AMPS password will also be used to log into the EEBP.

The password must contain the following. If it does not meet the criteria, you will receive an error message:

- Maximum Length: 32
  - Minimum Alpha: 4
  - Minimum Length: 15
  - Minimum Lowercase: 2
  - Maximum Number of Character Type Rules That Must Pass: All
  - Minimum Numeric: 2
  - Minimum Special: 2
  - Minimum Uppercase: 2
  - Must Not Contain Values of Attributes: account id, email, first name full name last name
  - Must Not Contain Words: &, “, /, ‘, ` , \, [, ], (, ), %, {, }, @, \$
- i. Enter a password in the **Password** text box
- j. Enter the same password in the **Confirm Password** text box
- k. Click the ‘**Continue**’ button



**Defense Logistics Agency**  
**Account Management and Provisioning System (AMPS)**

### AMPS Password

Enter a password based on the profile required below. Note that you must create a password even if you are using a CAC. After this registration is completed you will be able to access AMPS without this password if you are using a CAC. However, you can also access AMPS with a username/password from a non-CAC enabled system.

Password \*

Confirm Password \*

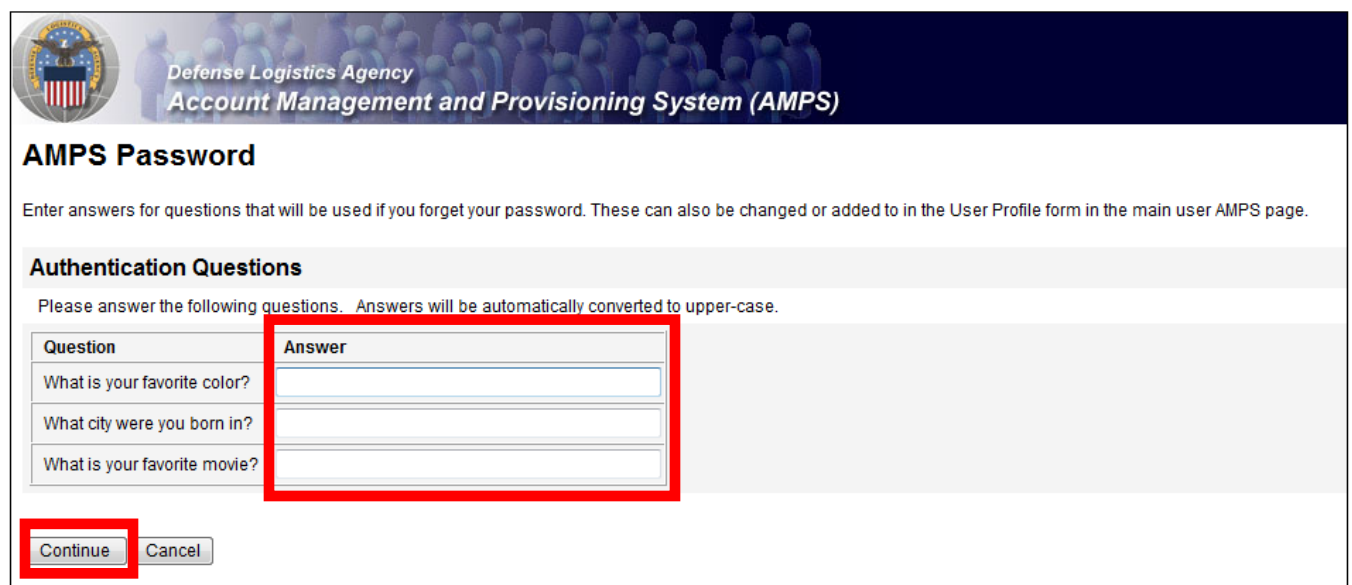
**Password Policy**

Maximum Length: 32  
Minimum Alpha: 4  
Minimum Length: 15  
Minimum Lowercase: 2  
Minimum Number of Character Type Rules That Must Pass: All  
Minimum Numeric: 2  
Minimum Special: 2  
Minimum Uppercase: 2  
Must not contain values of attributes: accountid, email, firstname, fullname, lastname  
Must not contain words: &, ", /, ' ;, \, [, ], (, ), %, {, }, @, \$

☐ Resource accounts whose password will be changed if selected.

AMPS Password Screen

- I. When your password is accepted, AMPS will open a page in which you will answer a series of questions. These answers will be recorded and used to authenticate your identity if you should forget your password at some point in the future and need assistance from the Help Desk
- m. Answer all the **Authentication Questions**
- n. Click the '**Continue**' button



**Defense Logistics Agency**  
**Account Management and Provisioning System (AMPS)**

### AMPS Password

Enter answers for questions that will be used if you forget your password. These can also be changed or added to in the User Profile form in the main user AMPS page.

#### Authentication Questions

Please answer the following questions. Answers will be automatically converted to upper-case.

Question	Answer
What is your favorite color?	<input type="text"/>
What city were you born in?	<input type="text"/>
What is your favorite movie?	<input type="text"/>

AMSP Authentication Questions Screen



- o. AMPS will display a page indicating that the registration process is complete. Make note of your **User ID**. Click on '**Leave AMPS Registration**' to end the session

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Inbox Item Edit

**Thank you for registering**

Last Name Doe

First Name John

Your new AMPS account will be ready momentarily. Please follow the link below to log into AMPS using the account listed below and registration.

**User ID** EEF12345

Click here to leave registration pages and log into AMPS [Leave AMPS Registration](#)

*Completed AMPS Registration*

- p. **You will receive an e-mail indicating that your AMPS account has been created and your AMPS access has been granted**

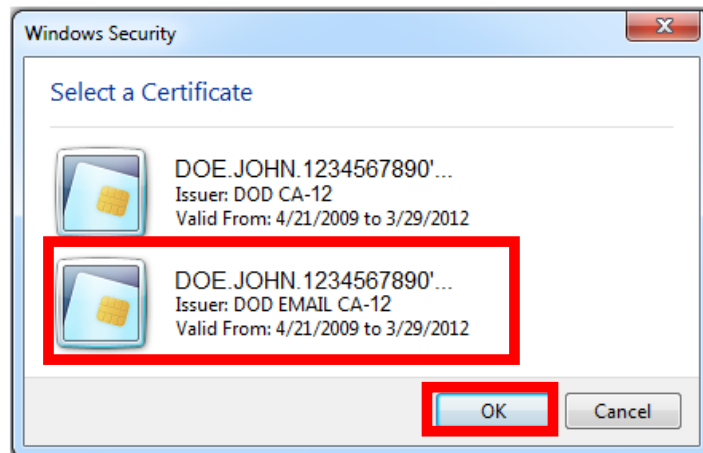
**Note:** If any of the personal information provided when creating an AMPS account should change, (i.e. Supervisor or contact information), it is the responsibility of the user to update this information in AMPS.



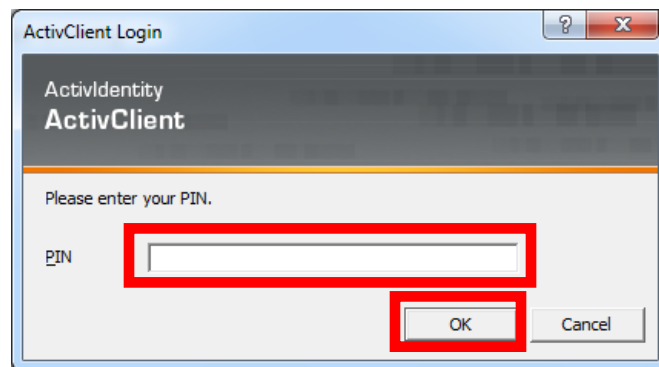


### III. Launching AMPS AFTER Creating an Account

- a. Launch AMPS by typing the URL **https://amps.dla.mil** into your web browser
- b. If you had a CAC in your PC when you started the AMPS registration process, you will be prompted to select a certificate
- c. Select the **DOD EMAIL** certificate and click the '**OK**' button

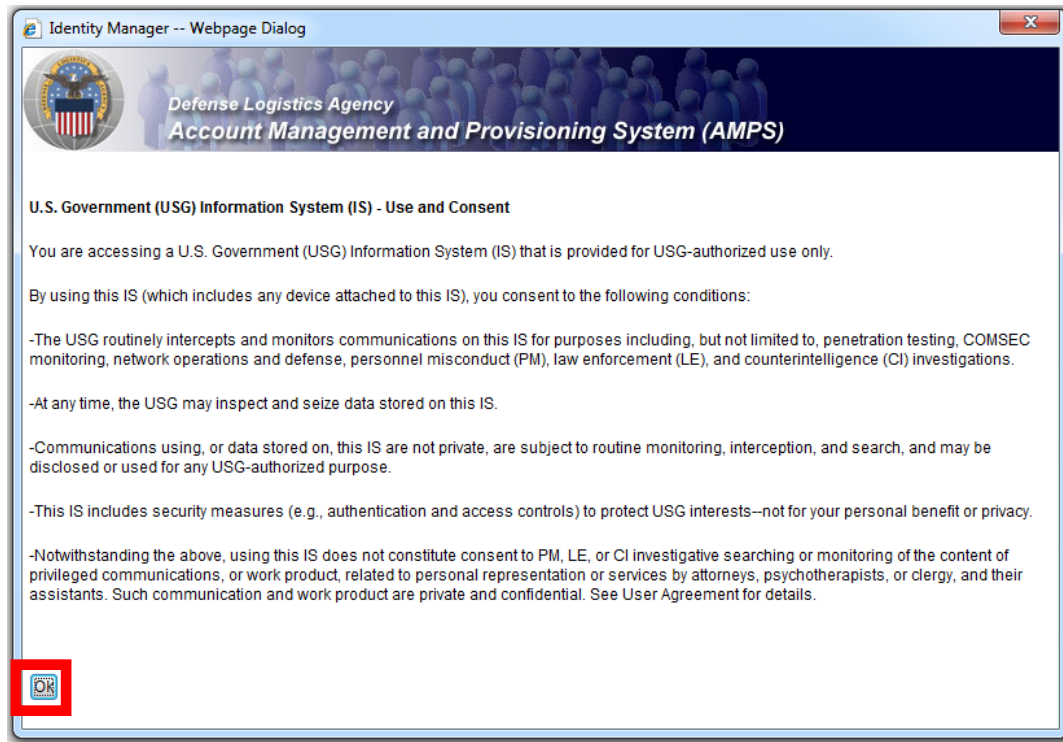


- d. If prompted, enter your PIN
- e. Click '**OK**'





- f. When the *U.S. Government (USG) Information System (IS) – Use and Consent* screen loads, click the **OK** button to agree with the use and consent requirements and move to the AMPS homepage



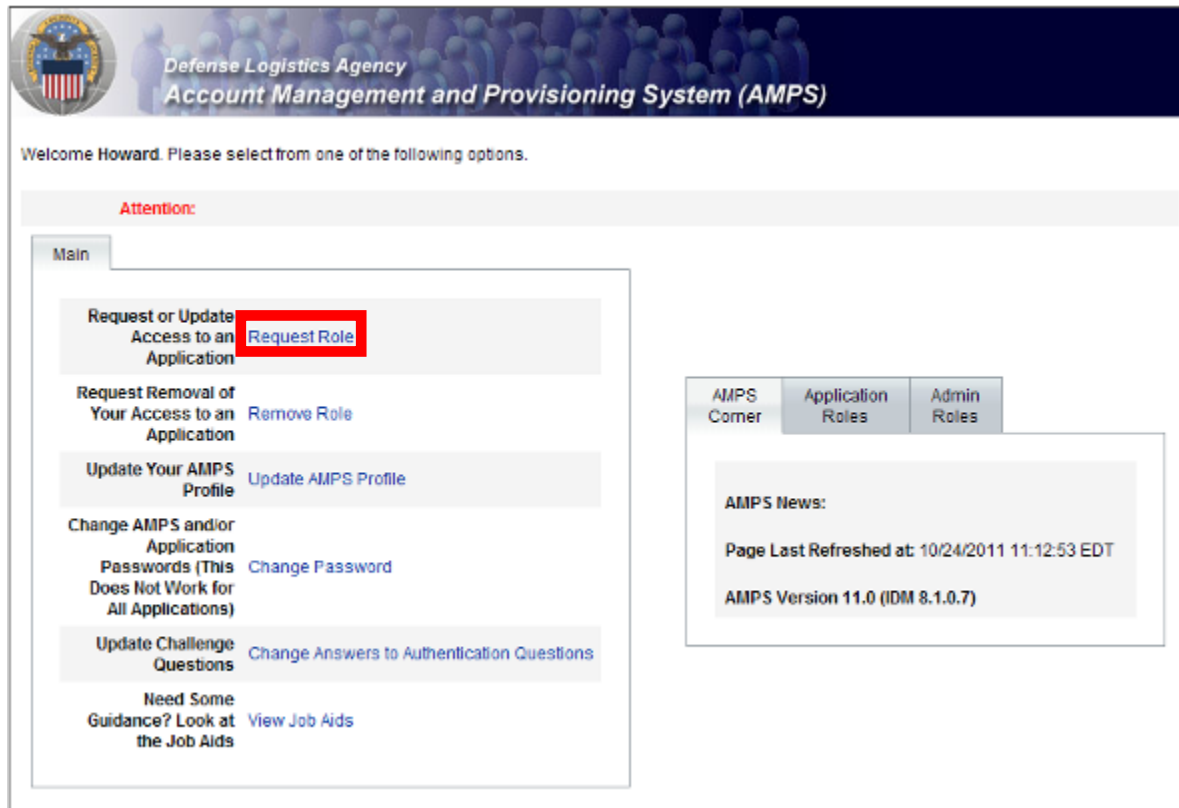
*U.S. Government Information System (IS) – Use and Consent Screen*



#### IV. Applying for an Enterprise External Business Portal Role

In order to access any of the applications managed and provisioned by AMPS, you must apply for a role related to the application.

- a. The AMPS Homepage will display. Click the '**Request Role**' link



AMPS Homepage

A list of applications will be displayed.

- b. Select the '**BSM**' radio button
- c. Click the '**Next**' button

**Note:** This list of applications changes constantly and this screen may not look the same





Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

Please Note: AMPS is an enterprise system and accommodates systems other than BSM. Only those roles specifically for PDMI can be requested through the PDMI option. Only those roles specifically for CRM can be requested through the CRM option. **All other BSM roles** should be requested using the BSM option. AMPS roles are specific to AMPS administration and require supervisor and AMPS Admin approval prior to being granted.

**For Which Application Are You Requesting Access?**

Application	Description
<input type="radio"/> Energy-FES	Fuels Enterprise Server
<input type="radio"/> Energy-Bulk PORTS	Paperless Order and Receipt Transaction Screens - Bulk Fuels
<input type="radio"/> Energy-FMD Express	Fuels Manager Defense Express
<input type="radio"/> Energy-Ground PORTS	Paperless Order and Receipt Transaction Screens - Post, Camp, and Stations - Ground Fuels
<input type="radio"/> RPPOB	Replenishment Parts Purchase Or Borrow Program
<input type="radio"/> Collaboration	
<input type="radio"/> BRGTS	Boeing Rights Guard Tracking System
<input checked="" type="radio"/> BSM	DLA Enterprise Business System (Formerly Business System Modernization - BSM)
<input type="radio"/> COPA	Center of Parts Activity
<input type="radio"/> CSWS	PDMD Customer Service Web Site
<input type="radio"/> DISP	DLA Disposition Services Applications (RTD, ETID)
<input type="radio"/> Fusion	DLA Fusion Center
<input type="radio"/> MAPAD	Military Assistance Program Address Codes(MAPAD) Application
<input type="radio"/> MEBS	Mapping Enterprise Business System
<input type="radio"/> MSDS	Material Safety Data Sheets (This is not access to HMIRS, the DOD repository for MSDSs. For access to HMIRS, go to the DLIS website.)
<input type="radio"/> PDMI	PDMI, including cFolders and ESA
<input type="radio"/> SCRAT	Supply Chain Risk Analysis Tool

*Application List Request Form Screen*

- You will be prompted to choose an environment for which you require access. Select the **'Production'** radio button
- Click the **'Next'** button



Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

**In Which Environment Do You Require Access?**

☒ Production  
☐ Development  
☐ Test  
☐ QA

\* Page will refresh after an item is selected.

Back **Next** Cancel

*Environment Request Form Screen*

- f. You will be prompted to choose the sub-category for which you are requesting access. Select the '**Default**' radio button
- g. Click the '**Next**' button

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

Please Note: The default ("Default") option gives a list of all job roles available through AMPS. If you do not currently have a primary role, you will only be allowed to view primary roles. If you currently have a primary role, only additional and bolt on roles will be displayed. If you wish to change your primary role, you first must request removal of your current primary role.

**For Which Sub Category Are You Requesting Access?**


☐ Support  
☒ **Default**  
☐ Procurement  
☐ Sustainment  
☐ Real-Property  
☐ Planning  
☐ Reporting  
☐ Finance  
☐ Order Fulfillment  
☐ Tech/Quality

\* Page will refresh after an item is selected.

Back **Next** Cancel

*Sub-Category Screen*



- h. AMPS will display the roles available to you for the selected application and sub-category. To see the description of the roles, click **'Show Roles with Descriptions'**. Return to the original form by clicking **'Hide Descriptions'**.
- i. Select only ONE of the following **Energy PRIMARY ROLES**:
- [EBS Prod External - Energy Customer Direct Order Processor JD-2200](#)
  - [EBS Prod External - Energy Into-Stock Order Processor JD-2201](#)
  - [EBS Prod External - Energy Delivery Locations Conditions Maintainer JD-2202](#)
  - [EBS Prod External - Energy LOA Maintainer JD-2203](#)
  - [EBS Prod External - Energy LOA Viewer JD-2204](#)
  - [EBS Prod External - Energy Planning Collaborator JD-2205](#)
  - [EBS Prod External - Energy Report Viewer JD-2206](#)
  - [EBS Prod External - Energy SCP Report Viewer JD-2207](#)
- j. Once the PRIMARY ROLE has been approved, select only ONE of the following **Energy BOLT-ON ROLES**:
- [EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B](#)
  - [EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B](#)
  - [EBS Prod External Additional - Energy Delivery Locations Conditions Maintainer JD-2202B](#)
  - [EBS Prod External Additional - Energy LOA Maintainer JD-2203B](#)
  - [EBS Prod External Additional - Energy LOA Viewer JD-2204B](#)
  - [EBS Prod External Additional - Energy Planning Collaborator JD-2205B](#)
  - [EBS Prod External Additional - Energy Report Viewer JD-2206B](#)
  - [EBS Prod External Additional - Energy SCP Report Viewer JD-2207B](#)
- Note:** All users are required to request ONE of the “Primary Roles”. In cases where a user has responsibilities for more than one functionality, after a “Primary Role” has been approved, the user may request additional roles from the “Bolt-on Roles” list. It is important to only choose additional roles ending in ‘B’ as requesting another “Primary Role” will delete access to previously approved roles. After the “Primary Role” is approved, you can apply for as many additional “Bolt-on Roles” one-by-one without waiting for each one to be approved.
- k. Select your desired role from the list and click the  button to move the role to the list on the right



**Defense Logistics Agency**  
**Account Management and Provisioning System (AMPS)**

### Application Access Request Form For Non-DLA Users

**Current Roles** | **Application Roles** | **Admin Roles**

**Pending Role Request(s):**

**Please Select Your Desired Role**  
(TIP: Filter results using the 'Quick Filter' feature below. For more detail click on the "information" box.)

- EBS Prod External - Energy Customer Direct Order Processor JD-2200
- EBS Prod External - Energy Into-Stock Order Processor JD-2201
- EBS Prod External - Energy Delivery Location Conditions Maintainer JD-2202
- EBS Prod External - Energy Line of Accounting Maintainer JD-2203
- EBS Prod External - Energy Line of Accounting Viewer JD-2204
- EBS Prod External - Energy Planning Collaborator JD-2205
- EBS Prod External - Energy Report Viewer JD-2206
- EBS Prod External - Energy SCP Report Viewer JD-2207
- EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B
- EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B

Show Roles with Descriptions

**Type of Access Required:** Authorized \*

**Data Classification:** Unclassified \*

**Justification for Access/Comments** \*

Back Next Cancel

Screen with List of Available Roles

- l. Select '**Authorized**' from the **Type of Access Required** drop-down box
- m. Select '**Unclassified**' from the **Data Classification** drop-down box
- n. To continue with the role request, type a justification for the request in the **Justification for Access/Comments** field. This is a required field. For example, enter "*JD required to access needed application*"
- o. Then click the '**Next**' button





Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

Current Roles   **Application Roles**   Admin Roles

**Pending Role Request(s):**

**Please Select Your Desired Role (TIP: Filter results using the "Quick Filter" feature below. For more detail click on the "information" box.)**

EBS Prod External - Energy Into-Stock Order Processor JD-2201	>
EBS Prod External - Energy Delivery Location Conditions Maintainer JD-2202	>>
EBS Prod External - Energy Line of Accounting Maintainer JD-2203	<<
EBS Prod External - Energy Line of Accounting Viewer JD-2204	<
EBS Prod External - Energy Planning Collaborator JD-2205	
EBS Prod External - Energy Report Viewer JD-2206	
EBS Prod External - Energy SCP Report Viewer JD-2207	
EBS Prod External Additional - Energy Customer Direct Order Processor JD-2200B	
EBS Prod External Additional - Energy Into-Stock Order Processor JD-2201B	

**EBS Prod External - Energy Customer Direct Order Processor JD-2200**

Show Roles with Descriptions

**Type of Access Required:** Authorized \*

**Data Classification:** Unclassified \*

**Justification for Access/Comments:**

Back **Next** Cancel

Screen Displaying Role Request Justification

- p. An information screen will display. This information screen lists the authority and rules under which information is collected and used. Click the **'Next'** button to continue

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

**Authority:** 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 18 U.S.C. 1029, Access device fraud; E.O. 10450 Security Requirements for Government Employees, as amended; and E.O. 9397 (SSN).

**Principle Purpose(s):** Information is used to validate a user's request for access into a DLA system, database or network that has its access requests managed by AMPS.

**Routine Uses:** Data may be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

**Disclosure:** Disclosure is voluntary; however, if you fail to supply all the requested information you will not gain access to the DLA - Account Management and Provisioning System(AMPS) database. Your identity / security clearance must be verified prior to gaining access to the AMPS database, and without the requested information verification can not be accomplished.

**Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S500.55, entitled "Information Technology Access and Control Records" available at <http://www.defenselink.mil/privacy/notices/dla>.

**Submission Date:** Tuesday, February 21, 2012 12:26:23 PM EST

Back **Next** Cancel

AMPS Information Screen





- q. AMPS will open a page to collect information pertaining to your identification, work and citizenship status, location and contact information. Most of the fields will be pre-populated based on your profile. Check to verify that the information is correct

**Note:** Fields with a red asterisk (\*) are required

Instructions for selecting '**Military**', '**Civilian**', or '**Contractor**' from the **User Type** drop-down box are provided below.

### Military Users:

- Select '**Military**' from the **User Type** drop-down box
- Enter your job title in the **Job Title** field
- Select your military branch from the **Agency/Branch** drop-down box
- Enter your Social Security Number into the **SSN** field

**Note:** The Social Security Number information is encrypted and will only be seen by the Security Officer, who will compare it with information on file

- Click the calendar icon next to **IA Training And Awareness Certification Requirements Completion Date** field and select the date you completed your Information Assurance (IA) Training

**Note:** Selecting a future date will result in an error message being displayed

- Click the '**Next**' button to continue

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

**Tell Us About Yourself**

Citizenship  \* [Page will refresh after an item is selected.](#)

Last Name  First Name

**Official Address**

Street

City/APO/FPO  \* State/AE/AP  \* Zip Code

Country

\*

\*

\* [Page will refresh after an item is selected.](#)

\*   \* [Page will refresh after an item is selected.](#)

[Click information icon for clarification of SSN usage.](#)

\*

Application Access Request Form – Military User Type

**Civilian Users:**

- Select '**Civilian**' from the **User Type** drop-down box
- Enter your job title in the **Job Title** field
- Select from the **Job Grade/Pay Schedule** drop-down box
- Enter your Social Security Number into the **SSN** field

**Note:** The Social Security Number information is encrypted and will only be seen by the Security Officer, who will compare it with information on file

- Click the calendar icon next to **IA Training And Awareness Certification Requirements Completion Date** field and select the date you completed your Information Assurance (IA) Training

**Note:** Selecting a future date will result in an error message being displayed

- Click the '**Next**' button to continue

**Defense Logistics Agency  
Account Management and Provisioning System (AMPS)**

### Application Access Request Form For Non-DLA Users

**Tell Us About Yourself**

Citizenship: -- Please Select -- \* Page will refresh after an item is selected.

Last Name: Doe First Name: Jane MI: [ ]

**Official Address**

Street: 1234 A Str

City/APO/FPO: City \* State/AE/AP: N/A \* Zip Code: 12345

Country: United States of America

Official Email Address: janedoe@gmail.com \*

Official Telephone Number: 123-123-1234 \*

**User Information**

User Type: Civilian \* Page will refresh after an item is selected.

Job Title: [ ] \* Job Grade/Pay Schedule: -- Please Select -- \*

SSN: [ ] Click information icon for clarification of SSN usage.

Re-enter SSN: [ ]

IA Training And Awareness Certification Requirements Completion Date: [ ] \*

Back Next Cancel

*Application Access Request Form – Civilian User Type*

**Contractor Users:**

- Select '**Contractor**' from the **User Type** drop-down box
- Enter your job title in the **Job Title** field
- Complete the **Name of Contracting Company** field



- d. Complete the **Contract Number** field
- e. Complete the **Contract Expiration Date** field
- f. Enter your Social Security Number into the **SSN** field

**Note:** The Social Security Number information is encrypted and will only be seen by the Security Officer, who will compare it with information on file

- g. Click the calendar icon next to **IA Training And Awareness Certification Requirements Completion Date** field and select the date you completed your Information Assurance (IA) Training

**Note:** Selecting a future date will result in an error message being displayed

- h. Click the '**Next**' button to continue

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

**Tell Us About Yourself**

Citizenship  \* Page will refresh after an item is selected.

Last Name  First Name  MI

**Official Address**

Street

City/APO/FPO  \* State/AE/AP  \* Zip Code

Country

Official Email Address  \*

Official Telephone Number  \*

**Contractor**

User Type  \* Page will refresh after an item is selected.

Job Title

Name of Contracting Company

Contract Number

Contract Expiration Date

SSN  Click information icon for clarification of SSN usage.

Re-enter SSN

IA Training And Awareness Certification Requirements Completion Date

Application Access Request Form – Contractor User Type

**All Users Cont'd:**

- i. AMPS will open a form that will allow you to type additional information about your request that would be helpful in setting up your account. Completing the **Optional Information** box is optional
- j. Completing the **DoDAAC(s)** information box is REQUIRED in order to set up your account. List the DoDAACs for which you are requesting access
- k. Click the '**Next**' button to continue

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

**Optional Information**

**Note:** This Application Requires that you enter DODAAC information in the provided field

**Optional Information**

**DoDAAC(s)**

Back **Next** Cancel

*Optional Information Screen*



- I. AMPS will open a screen to validate information about your Direct Supervisor. Ensure the information listed is correct and click the '**Next**' button to continue

The screenshot shows the 'Application Access Request Form For Non-DLA Users' in the Defense Logistics Agency Account Management and Provisioning System (AMPS). The form includes a header with the DLA logo and title. Below the title, it says 'Please Ensure That the Supervisor Information Below is Accurate' and '(If you are a contractor, please list your Contracting Officer Representative(COR) or your Contracting Officer Technical Representative(COTR) as your Supervisor.)'. The form has four input fields: 'Supervisor Last Name' (Doe), 'Supervisor First Name' (Joe), 'Supervisor Email Address' (joedoe@gmail.com), and 'Supervisor Phone Number' (123-123-1234). Each field has a red asterisk indicating it is required. At the bottom, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red square.

Screen to Validate Direct Supervisor's Information

- m. **Contractor Users Only:** Next, AMPS will open a screen to validate information about your Contracting Officer. Ensure the information listed is correct and click the '**Next**' button to continue

The screenshot shows the 'Application Access Request Form For Non-DLA Users' in the Defense Logistics Agency Account Management and Provisioning System (AMPS). The form includes a header with the DLA logo and title. Below the title, it says 'Please Ensure That the Information Below is Accurate'. The form has four input fields: 'Contracting Officer Last Name' (Doe), 'Contracting Officer First Name' (Joe), 'Contracting Officer Email Address' (joedoe@gmail.com), and 'Contracting Officer Phone Number' (123-123-1234). Each field has a red asterisk indicating it is required. At the bottom, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red square.

Screen to Validate Contracting Officer's Information



- n. Next, AMPS will open a screen to validate information about your Security Officer. Ensure the information listed is correct and click the 'Next' button to continue

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

Please Ensure That the Security Officer Information Below is Accurate

Security Officer Last Name: Doe \*

Security Officer First Name: Joe \*

Security Officer Email Address: joedoe@gmail.com \*

Security Officer Phone Number: 123-123-12334 \*

Screen to Validate Security Officer's Information

- o. **DO NOT** complete the fields on the *Information Assurance Officer Information* screen. Click the 'Next' button and your role request will be automatically routed to the appropriate Information Assurance Officer according to your Primary Level Field Activity (PLFA)

Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

### Application Access Request Form For Non-DLA Users

Please Ensure That the Information Assurance Officer Information Below is Accurate(Data Provided for Internal Approver Follow Up Purposes Only)

Information Assurance Officer Last Name

Information Assurance Officer First Name

Information Assurance Officer Phone Number

**DO NOT COMPLETE THE FIELDS ON THIS SCREEN**

Screen to Validate Information Assurance Officer Information



- p. AMPS will open a page to display the *Terms and Conditions and Non-Disclosure Agreement*. Read the *User Acceptance Statement* and the *Non-Disclosure Statement*
- q. Click the '**I Agree**' checkbox to indicate that you agree to the Terms and Conditions whereby the information about you is collected and that you are satisfied with the protection provided by the Non-Disclosure Agreement
- r. Click the '**Next**' button to continue

The screenshot displays the 'Application Access Request Form For Non-DLA Users' from the Defense Logistics Agency (DLA). The form includes a section titled 'Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement'. Below this title, there is a checkbox labeled 'I agree' which is checked. To the right of the checkbox is a text area containing the 'User Acceptance Statement'. The statement reads: 'I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.' Below the statement, the 'Submission Date' is shown as 'Tuesday, February 21, 2012 12:26:23 PM EST'. At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

*Terms and Conditions and Non-Disclosure Agreement Screen*

- s. Error messages will display if there is any missing information in your request. To eliminate the error messages, use the '**Back**' button at the bottom of the page (do not use the internet browser Back button) to go back to the screens where the information was omitted. Once you have filled in all of the missing information continue with your request  
In example below, fields were left blank, resulting in the errors listed
- t. Click the '**Next**' button to continue





Defense Logistics Agency  
Account Management and Provisioning System (AMPS)

**Error**

Missing value for required field "Citizenship".  
Missing value for required field "IA Training And Awareness Certification Requirements Completion Date".  
Missing value for required field "Contracting Officer Last Name".  
Missing value for required field "Contracting Officer First Name".  
Missing value for required field "Contracting Officer Email Address".  
Missing value for required field "Contracting Officer Phone Number".  
Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

**Application Access Request Form For Non-DLA Users**

**Please affirm your acceptance of the Terms and Conditions and Non-Disclosure Agreement**

Click here if you accept the User Acceptance Agreement. Otherwise you must cancel this request.

I agree ☐

**User Acceptance Statement**


I accept the responsibility for the information and DOD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DISA/DOD security policies. I accept the responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required.

**Submission Date** Tuesday, February 21, 2012 12:26:23 PM EST

Screen Displaying Error Messages

- u. The *Inbox Item Edit* screen will display and lists the System Authorization Access Request (SAAR) number for your request, the name of the application, and the role for which you have applied
- v. Click the **'Submit'** button to transmit the finished request. This will start the review process and return you to the *AMPS Homepage*  
**Note:** If you do not click the **'Submit'** button, your SAAR will not be forwarded for approval.





**Defense Logistics Agency  
Account Management and Provisioning System (AMPS)**

### Inbox Item Edit

Click [Submit] below to complete your request.  
Your request will NOT be submitted unless you click [Submit].

**Please note the SAAR number of your request for future reference.**  
SAAR#: 146791

Application Access Request For: BSM

Requested Roles Energy Customer Direct Processor JD-2200

Last Name Doe

First Name John

MI

*Inbox Item Edit Screen*

## V. Role Processing and Approval

- a. After your role request has been submitted, AMPS will send you an e-mail listing your SAAR #, requested application and role. Below is an example of the e-mail you will receive when you initially submit your request

From: amps\_user@dlm.mil Sent: Thu 5/10/2007 9:27 AM  
To: Hahn, Maxwell G (Contractor) (J6R)  
Cc:  
Subject: Role Request for Hahn, Maxwell Received

**The following request was submitted on your behalf:**

**Request Detail**

<b>Request Number (SAAR)</b>	1222
<b>Requestor</b>	Hahn, Maxwell
<b>Request Type</b>	Add Job Role Request
<b>Requested Application</b>	BSM
<b>Requested Roles</b>	[BSM Prod - Technical & Quality Ancillary User JD-16]
<b>Date Submitted</b>	Thu May 10 09:09:20 EDT 2007

**The request will be forwarded for approvals**

---

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

*Sample AMPS Request Submitted E-mail*



- b. AMPS will also send an e-mail notification to the identified Supervisor and Security Officer as part of the approval process

The following request was submitted for your approval:

Request Detail

Request Number (SAAR) 000000  
Requestor UserID lanid  
Requestor Generic, User  
Requestor Email generic.user@dla.mil  
Requestor Organization Top:Users:DLA:DLA Land and Maritime  
Action Requested add  
Requested Application Group SAP-SUPPORT  
Requested Roles [A ROLE]  
Date Submitted Wed Oct 26 14:17:37 EDT 2011  
Recommended Resolution Please visit <https://amps.dla.mil/idm/user/login.jsp> to provision the account action for lanid

Sample E-mail to Approvers

- c. AMPS status will be e-mailed to you at each step of the process. The e-mail below is indicating the status of the request as pending a supervisory approval

The Following Represents the Status of Your Pending Request:

Request Detail

Request Number (SAAR)	1222
Requestor	Hahn, Maxwell
Request Type	Add Job Role Request
Requested Application	BSM
Requested Roles	[BSM Prod - Technical & Quality Ancillary User JD-16]
Date Submitted	Thu May 10 09:09:20 EDT 2007
Pending Approval Type	Supervisor Request
Date Received for Approval	Thu May 10 09:27:32 EDT 2007

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the help desk.

Sample AMPS Request Status E-mail

- d. After the Supervisor and Security Officer have approved the request, an e-mail will be sent to the Data Owner indicating that a request is pending



- e. Following the Data Owner's review and approval, the Information Assurance Officer will be sent an e-mail to perform a final review and approval

## VI. Approval Complete

Once all required approvals have been granted, AMPS will send an e-mail to notify you that the role has been approved. At that time, data/DoDAACs will not be linked to your account. Please allow 7 days before contacting the Help Desk if your data does not appear.

The following request has been approved and your access has been granted:

Request Number (SAAR)	15954
Requestor	User, Sample
Request Type	Add Job Role Request
Date Submitted	Thu Nov 10 13:37:59 EST 2011
Date of Approval	Wed Nov 16 09:48:01 EST 2011
Requested Application	DISP
Requested Roles	[DLA Disposition Services Prod EX – RTD Customer DDS-413]

Your EBS access has been provisioned. External Portal users, If you do not have a SmartCard(ie. Common Access Card), please log onto the portal with the same Userid and Password that you use for AMPS. All other users, please contact your Local Help Desk for assistance in obtaining your password. EBS Sustainment users, please contact the BSM Security Help Desk.

This message is provided by AMPS for notification only. Please do not respond to this message. If you have any questions regarding this notification, please contact the AMPS Help Desk.

*Sample AMPS Request Approved E-mail*

## VII. AMPS Expiry Process

When you request a job role, a default expiration date is set for one year which the Supervisor can change to a shorter period of time. At the completion of the request process (when the role is approved and added), your user ID, the job role requested and the expiration date are added to an expiry record. This record is tracked by AMPS so that 30 days prior to expiration, an expiry task is begun which assigns a SAAR# and sends you a notification email. Follow the instructions in the email to log into AMPS to extend the role, or it will expire.